

**TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING FOR
VESSELS AND OUTBOARD MOTORS NOT ON TPWD RECORD**

<p>NOT on TPWD Record Not Currently Titled and/or Registered through TPWD</p> <p>Legend X = Required Item. ● = One of the Two Marked is a Required Item. ■ = One of the Three Marked is a Required Item. IA = If Applicable.</p> <p>All of the blank TPWD forms may be copied, however, all signatures (on all TPWD forms and titles) must be original. All titles submitted must be originals. Additional supporting documentation may be either the original documents or unaltered copies of the documentation.</p>	Vessel/Boat Application (PWD 143)	Outboard Motor Application (PWD 144)	Verification of Vessel or Outboard Motor Serial Number (PWD 504)	Bill of Sale OR Invoice	Receipt OR Proof of Taxes Paid	Game Warden Inspection	Affidavit of Fact (PWD 314)	Affidavit & Ownership Verification Required if Reg./Title Not Available	Out of State Title, Registration (or Ownership Verification), USCG Deletion Letter	Legal Documents	Verification of No Record From Government Agency	Release of Lien	Statement of Gift/Donation	Winner Notification letter	Theft/Loss Report	Company/Business Must Be Applicant	Pawn Shop Affidavit (PWD 778)	Pawn Shop Ticket	Evidence of Certified Mail, Affidavit & Ownership Verification	Affidavit of Repossession (PWD 312)	Financial/Security Agreement	Court Order Document	Documentation Supporting Authority to Sell	Inventory/Floor plan	Receipt for Materials	Letter of Authorization (PWD 581) and/or Power of Attorney (PWD 1055)

No Record Exists - Original Owner

To Title and/or Register a Vessel	X		X				X				X															IA
To Title an Outboard Motor		X	X				IA				IA															IA
Homemade Vessel	X					X	●				X													●		IA
Divorce W/Decree - Vessel - Spouse is Applicant/Purchaser	X		X				X			X	X															IA
Divorce W/Decree - Outboard Motor - Spouse is Applicant/Purchaser		X	X				IA			X	IA															IA
Court Order - Vessel	X		X	IA			IA				IA											X				IA
Court Order - Outboard Motor		X	X	IA			IA				IA											X				IA

No Record Exists - Acquired From Previous Owner

To Title and/or Register a Vessel	X		X	X			X				X															IA
To Title an Outboard Motor		X	X	X			IA				IA															IA
Purchased Used from Marine Dealer - Vessel	X		X	X			X				X															IA
Purchased Used from Marine Dealer - Outboard Motor		X	X	X			IA				IA															IA
Homemade Vessel	X			X	X	X	X				X													IA		IA
From a Trust - Vessel	X		X	X			X			X	X															IA
From a Trust - Outboard Motor		X	X	X			IA			X	IA															IA
Inherited from a Deceased Owner - Vessel	X		X				X			X	X															IA
Inherited from a Deceased Owner - Outboard Motor		X	X				IA			X	IA															IA
Purchase from Estate - Vessel	X		X	X			X			X	X															IA
Purchase from Estate - Outboard Motor		X	X	X			IA			X	IA															IA

Forms available at www.tpwd.state.tx.us/fishboat/boat/forms
 For additional explanation of the requirements listed above,
 or to find the office nearest you, or to have forms mailed, please call either
 1-800-262-8755 or 1-512-389-4828.

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	No Record Exists - Acquired From Previous Owner (Continued)																									
Divorce W/Decree - Vessel - Selling to Applicant/Purchaser	X		X	X			X			X	X															IA
Divorce W/Decree - Outboard Motor - Selling to Applicant/Purchaser		X	X	X			IA			X	IA															IA
Prize/Lottery/Raffle - Vessel	X		X	■	■		X			X			■	X												IA
Prize/Lottery/Raffle - Outboard Motor		X	X	■	■		IA			IA			■	X												IA
Gift/Donation - Vessel	X		X	●			X			X			●													IA
Gift/Donation - Outboard Motor		X	X	●			IA			IA			●													IA
Pawn Shop Claim - Vessel	X		X				X			X						X	X	X	X							IA
Pawn Shop Claim - Outboard Motor		X	X				IA			IA						X	X	X	X							IA
Government Seizure or Law Enforcement Auctions - Vessel	X		X	X							X												X			IA
Government Seizure or Law Enforcement Auctions - Outboard Motor		X	X	X							IA												X			IA
Court Order - Vessel	X		X	IA																		X				IA
Court Order - Outboard Motor		X	X	IA																		X				IA
Non-Recorded Lien Holder Repossession - Vessel	X		X				X			X						X				X	X			IA		IA
Non-Recorded Lien Holder Repossession - Outboard Motor		X	X				IA			IA						X				X	X			IA		IA
Bankruptcy of Owner (Individual) - Vessel	X		X	X			X			X	X												X			IA
Bankruptcy of Owner (Individual) - Outboard Motor		X	X	X			IA			X	IA												X			IA
Bankruptcy of Dealership - Vessel	X		X	X			X			X	X												X	X		IA
Bankruptcy of Dealership - Outboard Motor		X	X	X			IA			X	IA												X	X		IA

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Record Exists Outside of Texas - Original Owner

To Title and/or Register a Vessel	X		X						X				IA													IA
To Title an Outboard Motor		X	X						X				IA													IA
Divorce W/Decree - Vessel - Spouse is Applicant/Purchaser	X		X	IA				●	●	X			IA													IA
Divorce W/Decree - Outboard Motor - Spouse is Applicant/Purchaser		X	X	IA				●	●	X			IA													IA
Court Order - Vessel	X		X	IA				●	●				IA									X				IA
Court Order - Outboard Motor		X	X	IA				●	●				IA									X				IA

Record Exists Outside of Texas - Acquired From Previous Owner

Standard Transfer Vessel	X		X	X					X				IA													IA
Standard Transfer Outboard Motor		X	X	X					X				IA													IA
Purchased Used from Marine Dealer - Vessel	X		X	X					X				IA													IA
Purchased Used from Marine Dealer - Outboard Motor		X	X	X					X				IA													IA
From a Trust - Vessel	X		X	X					X	X			IA													IA
From a Trust - Outboard Motor		X	X	X					X	X			IA													IA
Inherited from a Deceased Owner - Vessel	X		X					●	●	X			IA													IA
Inherited from a Deceased Owner - Outboard Motor		X	X					●	●	X			IA													IA
Purchase from Estate - Vessel	X		X	X				●	●	X			IA													IA
Purchase from Estate - Outboard Motor		X	X	X				●	●	X			IA													IA

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	Record Exists Outside of Texas - Acquired From Previous Owner (Continued)																									
Divorce W/Decree - Vessel - Spouse is Selling to Applicant/Purchaser	X		X	X				●	●	X		IA														IA
Divorce W/Decree - Outboard Motor - Spouse is Selling to Applicant/Purchaser		X	X	X				●	●	X		IA														IA
Prize/Lottery/Raffle - Vessel	X		X	■	■				X			IA	■	X												IA
Prize/Lottery/Raffle - Outboard Motor		X	X	■	■				X			IA	■	X												IA
Gift/Donation - Vessel	X		X	●					X			IA	●													IA
Gift/Donation - Outboard Motor		X	X	●					X			IA	●													IA
Government Seizure/Law Enforcement Auctions - Vessel	X		X	X					IA														X			IA
Government Seizure/Law Enforcement Auctions - Outboard Motor		X	X	X					IA														X			IA
Court Order - Vessel	X		X	IA				●	●			IA										X				IA
Court Order - Outboard Motor		X	X	IA				●	●			IA										X				IA
Insurance Claim Paid - Vessel	X		IA				X	●	●			IA			X	X										IA
Insurance Claim Paid - Outboard Motor		X	IA				X	●	●			IA			X	X										IA
Recorded Lien Holder Repossession - Vessel	X		X	X					X											X						IA
Recorded Lien Holder Repossession - Outboard Motor		X	X	X					X											X						IA
Non-Recorded Lien Holder Repossession - Vessel	X		X					●	●							X				X	X			IA		IA
Non-Recorded Lien Holder Repossession - Outboard Motor		X	X					●	●							X				X	X			IA		IA

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Record Exists Outside of Texas - Acquired From Previous Owner (Continued)																										
Pawn Shop Claim - Vessel	X		X						●				IA				X	X	X	●						IA
Pawn Shop Claim - Outboard Motor		X	X						●				IA				X	X	X	●						IA
Bankruptcy of Owner (Individual) - Vessel	X		X	X				●	●	X													X			IA
Bankruptcy of Owner (Individual) - Outboard Motor		X	X	X				●	●	X													X			IA
Bankruptcy of Owner (Dealership) - Vessel	X		X	X				●	●	X													X	X		IA
Bankruptcy of Owner (Dealership) - Outboard Motor		X	X	X				●	●	X													X	X		IA

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Description of Required Documents:

Vessel/Boat Application: Title & Registration, Registration for USCG, or Sales Tax Only (Form PWD 143) - is used to request a Texas title and/or registration for a vessel/boat or to pay sales tax only on vessels 65 feet and under.

Outboard Motor Application: Title or Sales Tax Only (Form PWD 144) - is used to request a Texas title for an outboard motor or to pay sales tax only on an outboard motor.

TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING FOR
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Description of Required Documents:

Verification of Vessel or Outboard Motor Serial Number (PWD 504) - is required when verification of hull identification (HIN) and/or outboard motor identification (MIN) number is necessary. You must attempt to trace these number(s) by placing the form PWD 504 on top of the serial number(s) and rubbing a pencil across the paper so that an impression appears on the form. If the number(s) are not clearly legible after tracing, please write the number(s) in the area provided. In lieu of the pencil tracing, you may attach a photograph of the serial number(s) to the form PWD 504. If a photograph is supplied, the number(s) must be legible in the photo. The form PWD 504 must be signed by the applicant/purchaser or the seller/donor.

*** By law, the identifying serial number must be attached to the vessel or outboard motor.** If the vessel or outboard motor does not have a serial number, inspection by a Game Warden is required. After the inspection, the Game Warden will either assign and attach a new serial number or will verify and attach the original serial number. Contact your local TPWD Law Enforcement Office for a review of documentation that will initiate the inspection process. An Affidavit for Proof of Ownership of Vessel or Outboard Motor (Form PWD 736 - available only at TPWD offices) must be completed by the applicant and then signed by the Game Warden at the time of the inspection.

Bill of Sale or Invoice - is required for every transfer of ownership. Trailers are handled through your local County Tax office and the price of the trailer must be separated from the price of the boat and motor. One of the following is acceptable to meet the bill of sale or invoice requirement:

- (1) Form PWD 143/144 application - tax affidavit section on the application (sales price, date of sale, trade in information) must be completed and signed by the seller(s), OR
- (2) Handwritten Receipt or Sales Invoice - must contain date of sale, sales price (DO NOT include sales price of trailer), description of vessel and/or outboard motor, purchaser's name(s), and seller's signature(s) (required by State tax law). Preferably the description should include the make; registration and serial number; and model year. All four descriptors are not required as long as there is at minimum, sufficient information to tie the bill of sale to the vessel and/or outboard motor. If the bill of sale includes a reference to "other valuable consideration(s)" then for tax assessment purposes a written and signed explanation will be required from the seller(s) explaining the dollar value of "other valuable considerations". OR
- (3) If the applicant has the required signed ownership document* and can not acquire a bill of sale they must show that an attempt was made by sending a letter requesting the bill of sale to the seller(s), (i.e. the out of state titled owner/owner of record or dealer). The letter must be sent by verified mail. Verified mail means any method of mailing that provides evidence of mailing. If the seller is the titled owner/owner of record, the letter must be sent to the address on file with the applicable state titling/registration agency (not necessarily the address recorded on the title/registration certificate). The purchaser will pay sales tax on the purchase amount stated in an affidavit or the appraised value, whichever is higher. If tax is not paid within 20 working days penalties and interest will be assessed. The following documents are required:

- Owner address verification from title/registration agency (if applicable) - If the vessel/outboard motor is coming from outside of Texas, a computer printout or a letter on the agency's letterhead is required when the seller is the titled owner/owner of record. The letter or printout must include: the owner's name(s) and address; and a description of the vessel/outboard motor (make, registration or serial number, and year built).
- Evidence of mailing. One of the following (properly addressed) must be submitted:
 - (1) Receipt issued by the United States Postal Service (USPS) or other common carrier; or
 - (2) Evidence of electronic confirmation of mailing from the USPS or other common carrier website; or
 - (3) Unopened letter(s) returned undeliverable by the USPS or other common carrier.**
- Affidavit of Fact (PWD 314) - The affidavit must state from whom the vessel/boat was purchased, the date of sale, the sales price, that a bill of sale is not obtainable and the steps taken in an attempt to obtain one.
- Appraisal - An appraisal for the item(s) printed from the NADA website (www.nadaguides.com) or from a Licensed Boat Dealer.

* Properly assigned title is required if coming from a title state. Properly assigned out of state registration certificate is required if coming from a non-titling state. Affidavit of fact from previous owner is required if the previous owner never registered and/or titled the vessel/outboard motor because of an exemption.

**Only when there is no way to find the seller's address can the Evidence of Certified Mail requirement be omitted. The Affidavit of Fact must also include an explanation of why this requirement has not been met.

TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING FOR
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Description of Required Documents (Continued):

Receipt OR Proof of Taxes Paid - Tax must be paid by the winner/applicant for the purchase price of the vessel and/or outboard motor UNLESS the sponsor of the event paid the tax. If the sales tax was paid by the sponsor, proof is required. Submit documentation such as a receipt from a county or governmental agency, or dealership invoice, bill of sale or other payment receipt which shows that sales or use tax has been paid for the item in question.

Game Warden Inspection - is required to register and title a homemade vessel. Affidavit for Proof of Ownership of Vessel or Outboard Motor (Form PWD 736 - available only at TPWD locations) must be completed by the applicant and then signed by the Game Warden at the time of the inspection. Contact your local TPWD Law Enforcement Office to review documentation and to begin the process for arranging a Game Warden inspection. The vessel must be present for inspection. A hull identification number will be assigned and permanently affixed to the vessel.

Affidavit of Fact (Form PWD 314) is used to provide explanations of specific situations.

All affidavits must include: (1) the date of the statement, (2) the description of the vessel and/or outboard motor (make, registration or serial number, and year built), (3) details explaining your situation, (4) required signature.

The specific situations below require the following information:

* **BILL OF SALE CANNOT BE OBTAINED** - An affidavit is required if the applicant has the properly assigned ownership document (title from title states or registration certificate from non-title states) and can not acquire a bill of sale. The affidavit must state from whom the vessel/boat was purchased, the date of sale, the sales price, that a bill of sale is not obtainable and the steps taken in an attempt to obtain one. The affidavit must be completed and signed by the purchaser(s).

***NO RECORD EXISTS** - An affidavit is required if the original owner never registered and/or titled the vessel and/or outboard motor because of an exemption (i.e. used on private waters, purchased prior to titling act, not required from previous state). The affidavit must be completed and signed by the original owner, and explain when the vessel/outboard motor was acquired and why it was not registered/titled previously.

NOTE - Outboard motors coming from non-title states - If an outboard motor is purchased with a vessel as a unit (the bill of sale/invoice must include the description and sale price for both the vessel and the outboard motor) and the unit is coming from a state which does not title outboard motors (must be on TPWD's list as a non-title state for outboard motors) no affidavit of fact is required if the applicant presents application for Texas title for both the vessel and outboard motor together. If the outboard motor is purchased with a vessel as a unit and the applications for vessel and outboard motor title are not presented together, or the outboard motor is not purchased as a unit, an affidavit of fact from the previous owner is required as detailed above.

***NO RECORD EXISTS & PURCHASED USED FROM MARINE DEALER** - An affidavit is required if the previous owner never registered and/or titled the vessel and/or outboard motor because of an exemption (i.e. used on private waters, purchased prior to titling act). The affidavit must be completed and signed by the original owner, explain when the vessel/outboard motor was acquired, why not registered/titled previously, and include the date the item was sold or traded and the dealership's name.

Description of Required Documents (Continued):

Affidavit of Fact - Continued

Affidavit of Fact (Form PWD 314) is used to provide explanations of specific situations.

All affidavits must include: (1) the date of the statement, (2) the description of the vessel and/or outboard motor (make, registration or serial number, and year built), (3) details explaining your situation, (4) required signature.

The specific situations below require the following information:

* **HOMEMADE VESSEL RECEIPTS FOR MATERIALS** - If receipts for material used to build the vessel are unavailable, submit a statement that the vessel is homemade, list the materials used to create the vessel and why the receipts for the materials are not available. The affidavit should be completed and signed by the individual who built the vessel.

* **HOMEMADE VESSEL ACQUIRED FROM PREVIOUS OWNER WHO NEVER REGISTERED OR TITLED** - An affidavit is required if the builder of a homemade vessel never registered and titled the vessel because of exemption (i.e. used on private waters). The affidavit must be completed and signed by the individual who built the vessel, include a statement that the vessel is homemade and should explain why not registered/titled previously.

* **TITLE ASSIGNMENT ERROR** - An affidavit is required when an error or alteration has been made on the original title assignment and needs to be corrected in order to match the new registration and/or titling event. The affidavit must be completed and signed by the titled owner or company/individual currently authorized to sell the item and must specify what information needs to be corrected and why.

* **AFFIDAVIT REQUIRED IF NO TITLE AVAILABLE** - An affidavit & ownership verification is acceptable in lieu of a title only in the following circumstances:

- (1) Court Order (requires signature of court awarded owner) **OWNERSHIP VERIFICATION NOT REQUIRED**
- (2) Insurance Company has paid a claim (requires signature of owner of record)
- (3) Divorce Decree (requires signature of court awarded owner)
- (4) Pawn Shop (requires signature of authorized representative of pawn shop)
- (5) Inheritance (requires signature of court appointed owner/executor)
- (6) Purchase from an estate sale (requires signature of court appointed executor)
- (7) Repossession by a non-recorded lien holder (requires signature of owner of record or company/individual currently authorized to repossess the item)
- (8) Bankruptcy (requires signature of owner of record or company/individual appointed to sell the item)

The statement should explain why the negotiable title or registration card can not be provided.

OWNERSHIP VERIFICATION ALSO REQUIRED: Verification is required from the previous state or country. The verification must be a computer printout or a letter on the state's letterhead. The printout or letter must include the following information: description of vessel and/or outboard motor (make, registration or serial number, and year built), the owner's name and address and lien holder information.

* **INSURANCE CLAIM PAID** - Affidavit stating that a claim was paid and to whom the claim was paid. The affidavit must be completed and signed by the insurance company.

Description of Required Documents (Continued):

Out of State Title, Registration (or Ownership Verification), or USCG Deletion Letter - The applicant/purchaser must surrender one of these documents whichever was required from the previous state or country.

(1) Vessels and/or outboard motors coming **from title states** must surrender the title.

(2) Vessels coming **from non-titling states**, must surrender the registration such as the certificate of number (typically a wallet card). In the event that registration can not be provided the applicant/purchaser must provide ownership verification. The verification must be a computer printout by the state agency or a letter on the state agency's letterhead. The printout or letter must include the following information: description of vessel (make, serial number, and year built), the owner's name and address, and lien holder information.

(3) Vessels **documented with the United States Coast Guard** must submit the Evidence of Deletion from United States Documentation (required to obtain a Texas title). To register only (not title) a documented vessel retaining USCG documentation, see the requirements for Registration of USCG Documented Vessels.

(4) Vessels and/or outboard motors coming **from outside the country** must surrender the ownership documents required by the previous country.

Transfer of ownership requires a properly assigned negotiable title/registration certificate. Properly assigned means all information is correct and complete with purchaser's name and address, and signature of company/individual authorized to sell the item.

Legal Documents - includes, but is not limited to, the following support documents:

(1) Divorce decree,

(2) For deaths or inheritance issues - letters of testamentary, letters of administration, a copy of will and muniment of title, Affidavit of Heirship (Form PWD 738), or death certificate when Rights of Survivorship (ROS) is listed on the title.

(3) Complete trust agreement, or Affidavit of Authority to Administer Trust (Form PWD 1056)

(4) Court designation of trustee for a bankruptcy authorizing the sale of an asset or a court document authorizing a sale of an asset associated with a bankruptcy proceeding,

(5) Documentation from governmental or law enforcement authorities for authorized seizure.

(6) For a legal name change - a copy of the court order,

(7) For a name change due to marriage - a copy of the marriage certificate,

(8) Court document designating legal guardianship.

TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING FOR
VESSELS AND OUTBOARD MOTORS NOT ON TPWD RECORD

Description of Required Documents (Continued):

Verification of No Record from Government Agency - If a vessel and/or outboard motor has never been registered or titled in Texas or in another state or country, or documented with the USCG; the applicant must provide verification that no record of the vessel/outboard motor exists. The verification should come from the agency of the state or country where (a) the applicant previously resided or (b) where the vessel/outboard motor was used (if different from residence). If the vessel/outboard motor is coming from outside of Texas, the applicant must acquire a computer printout from the state or country's titling/registration agency, or letter from the title/registration agency on the agency's letterhead. The letter or printout must include: the owner(s) name and address; a description of the vessel and/or outboard motor (make, serial number, and year built); and a statement that no record exists for this vessel and/or outboard motor.

In the event that the previous country requires no documentation and the applicant is unable to obtain verification of no record from a government titling/registration agency, then a bill of lading, shipping documents or a document issued by US customs that provides the description of the shipped vessel/outboard motor may be accepted.

NOTE - Outboard motors coming from non-title states - If an outboard motor is coming from a state which does not title outboard motors (must be on TPWD's list as a non-title state for outboard motors) no verification is required.

Release of Lien - To transfer the ownership of a vessel/outboard motor record with a recorded lien or to remove a recorded lien, a release of lien must be provided. One of the following formats is acceptable to meet the release of lien requirement:

- (1) Form PWD 403 (release of lien section completed), or
- (2) Form PWD 231, or
- (3) The recorded lien holder signs and dates the release of lien on the actual Certificate of Title, or
- (4) Release of Lien on recorded lien holder's letterhead or prescribed form that includes: Description of the vessel and/or outboard motor (make, TX or serial number and year built); title number if available; owner(s) name; statements that the debt has been paid in full and/or the financial institution no longer has an interest in the vessel and/or outboard motor; signed by a representative authorized to release the lien; and the firm's name. The lien holder's signature must be notarized.

Statement of Gift/Donation - is used when the Tax Affidavit section on the PWD 143 and/or PWD 144 application(s) is not already completed and signed by the seller, or the back of the TPWD brown title has not been completed with the sales information (\$0.00), the name of the purchaser(s) and signature(s) of the owner(s) on record or their legal representative. (Older title formats are blue or green and do not have spaces for the bill of sale on the back.) The Statement of Gift/Donation must include:

- (1) Statement that the vessel/outboard motor was given as a gift or donated,
- (2) Date of gift/donation,
- (3) Description of vessel and/or outboard motor (make, TX or serial number, and year built),
- (4) The name of recipient, and
- (5) Signature of donor.

TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING FOR
VESSELS AND OUTBOARD MOTORS NOT ON TPWD RECORD

Description of Required Documents (Continued):

Winner Notification Letter - is a document provided by the sponsor of the event describing how the vessel/outboard motor was acquired (whether this was won as a prize, lottery, or raffle), who sponsored the event, the full name of the winner of the event, and the description of vessel/outboard motor (make, registration or serial number, and year built).

Theft/Loss Report - Incident report from law enforcement agency or loss/claim report from insurance company. The document must contain the description (make, registration or serial number, and year built) of the vessel/outboard motor and circumstances of loss.

Company/Business Must Be Applicant -

- (1) In the event that a claim is paid by an insurance company for a stolen or damaged vessel/outboard motor the insurance company must transfer ownership into the insurance company name prior to subsequent transfer of ownership.
- (2) A non-recorded lien holder who repossesses a vessel/outboard motor is required to title in their name prior to subsequent transfer of ownership.
- (3) A pawn shop who takes possession of vessel/outboard motor according to the Texas Pawn Act must title in their name prior to subsequent transfer of ownership unless the pawn shop holds a current Marine Dealers license.

Pawn Shop Affidavit (Form PWD 778) - is used when vessel and/or outboard motor has been left as unredeemed pledged goods at a pawn shop.

Pawn Shop Ticket - is a prescribed form generated by the pawnbroker and signed by the individual who pledged goods. The ticket must include description of vessel and/or outboard motor (make, registration or serial number, and year built), the name and address and signature of the individual who pawned the item.

Evidence of Certified Mail, Affidavit & Ownership Verification - If the Negotiable Certificate of Title is unavailable, the following is required: The pawn shop must send a certified letter to the owner(s) and lienholder(s) on record. The contents of the letter should include a description of vessel and/or outboard motor (make, registration or serial number, and year built), the circumstances of the pawn, and a request for title(s). If written request for the title(s) is unsuccessful, the following must be submitted:

- (1) The signed, certified mail return receipt PS Form 3811 (original green card - not photocopy) or evidence of electronic confirmation of delivery from the USPS website, together with any unopened certified letters returned by the post office; and
- (2) Affidavit of Fact - Form PWD 314 (see affidavit-no title above); and
- (3) Ownership Verification - The verification must be a computer printout by the state titling/registration agency, or letter on that agency's letterhead. The printout or letter must include the following information: description of vessel and/or outboard motor (make, registration or serial number, and year built); the owner(s) name and address; and lien holder information.

You can obtain Ownership Verification free from TPWD through:

- (1) the agency web site at www.tpwd.state.tx.us/fishboat/ (select Request Ownership Information listed under Boating). You will need to provide your name and address and either the TX number or serial number; or
- (2) a TPWD or participating Tax Assessor Collector office by submitting an Ownership/Lien Holder Information Printout request (PWD 763); or
- (3) the mail by submitting an Ownership/Lien Holder Information Printout request (form PWD 763).

Affidavit for Repossessed Boat and/or Outboard Motor (Form PWD 312) - is used by a lien holder to repossess a boat and/or outboard motor because the boat and/or outboard motor owner has failed to meet the terms of their financial obligation.

TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING FOR
VESSELS AND OUTBOARD MOTORS NOT ON TPWD RECORD

Description of Required Documents (Continued):

Financial/Security Agreement - may include a Security Retail Agreement, Uniform Commercial Code (UCC) Filing, Chattel Mortgage or "Floor Plan". Documents should include a description of the vessel and/or outboard motor (make, serial number, and year built) and signature of borrower. (UCC Filing does not require the signature of the borrower.)

Court Order Document - is a document signed by a judge presiding over the court of jurisdiction. The order should include who ownership has been awarded to and must include a description of the vessel and/or outboard motor (make, registration or serial number, and year built).

Documentation Supporting Authority to Sell - may include official seizure documents and/or court orders. TXDOT form VTR-71 Auction Sales Receipt is acceptable for abandoned vessels/outboard motors sold by a law enforcement agency at public auction (when completed in full). United States Government Certificate to Obtain Title to a Vehicle (form 97) is acceptable without additional seizure documents and/or court orders for vessels/outboard motors not previously titled or registered (no record exists) when completed in full. Documents must include a description of vessel and/or outboard motor (make, registration or serial number, and year built).

Inventory/Floor Plan - is a financial agreement between a lender and the borrower which provides the location and detailed description of the inventory included in the financial agreement.

Receipt for Materials - The original or photo copies of the receipts for materials purchased to build the vessel.

Letter of Authorization (Form PWD 581) - is used to designate another person to submit and pick up associated paperwork when the owner of record or applicant/purchaser can not come in person. **This form is not a power of attorney and does not provide signature authority to the person bringing in the paperwork.** The PWD 581 must be accompanied by completed and signed applications required for the type of transaction being requested.

In lieu of the form PWD 581, a handwritten letter from the owner of record or applicant/purchaser is acceptable. This letter must include a statement authorizing someone other than the owner of record or applicant/purchaser to conduct a specific registration and titling transaction for the owner of record or applicant/purchaser; the name of the person authorized to do business for the owner of record or applicant/purchaser; a description of the vessel and/or outboard motor (make, TX or serial number, and year built); and the signature of the owner of record or applicant/purchaser.

Power of Attorney (Form PWD 1055) - is a legal document used to designate a representative (individual or company) to conduct business (sign) on behalf of another. Signatures must be notarized.